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Boulder Valley School District
Voluntary Reduction Request Form

REFER TO SECTION E-47 OF THE BVEA NEGOTIATED AGREEMENT.

VOLUNTARY REDUCTION: Employees may voluntarily reduce to less than a 1.00 FTE contract by receiving written approval from the employee's principal/supervisor and giving written notice to the Human Resources Division by April 1st. Such reduction may be approved for up to one (1) year. An extension of such reduction may be granted not to exceed two (2) years in length. If such reduction continues beyond two (2) years the employee forfeits his/her rights to a 1.0 FTE contract and remains at the reduced FTE.

Name _____ Employee #: _____

Location _____ Gr Level or Subject _____

Contracted FTE _____

Requested Voluntary Reduction FTE _____

Start Date of Requested Voluntary Reduction _____

End Date of Requested Voluntary Reduction _____

Is this a voluntary reduction request for a third consecutive year (permanent reduction)? _____

Principal/Supervisor Signature _____ Date _____

Teachers who have FTE allocated by Special Education; Curriculum and Instruction; Language, Culture and Equity, etc., and who are requesting voluntary reductions must have the appropriate Director's signature:

Director _____ Date _____

Employee Signature _____ Date _____

Employee: To complete your request for a voluntary reduction, please return completed form, with required signatures above, to Human Resources.

Assistant Superintendent of Human Resources _____ Date _____ [] Approved [] Denied